

The College Decision Navigator

The College Decision



Navigator

High School Edition

Letter to the Parents of College-Bound Students

This workbook was designed to help the parents and their college-bound student(s) achieve the highest level of understanding of the complex college process. It will guide you through proper college selection and visitation and steer the student through a basic search to help prevent the 5-6 year college degree and mid-term major switches, all of which can help you reduce costs.

This workbook will also show you how to properly prepare for and achieve the highest ACT/SAT test scores, how to efficiently move through the college admissions process and how to evaluate, apply for, and even negotiate the maximum amount of aid monies to reduce your college costs.

This program, if followed through properly, will provide the student and their parent(s) with the information they need to get the maximum value for their college dollar.

Please review the Top 10 “Things To Do” To Maximize College Success section on the following pages. Then refer to the other sections for additional information and guidance on each of the ten points.

Top 10 “Things To Do” To Maximize College Success

1. [Apply For Admission Early](#)

Apply for admissions in the first few months of the student’s high school senior year. Grants and scholarships are limited and given out on a first-come first-serve basis. Once the college freshman class begins to fill, it is much more difficult to position the student for aid opportunities. Plus, you do not need to make financial commitment to a particular college until May 1st, unless you decide to file “early decision” which requires a contractual obligation to the college. (Refer to the Admissions Navigator.)

2. [Apply To 6-8 Colleges](#)

Do not limit your ability to negotiate the price of college. Apply to several colleges to maximize your financial opportunities. Position the student in the top 25% of the incoming freshmen class. If you receive a better financial package from a school other than your primary choice, you may be able to use that award as a negotiation tool. (Refer to the College Selection & Appeals Navigator.)

3. [Apply To Private Colleges](#)

Private colleges must compete with less expensive state subsidized public universities. Many private colleges will offer incredible financial award packages to attract good students. Plus, they offer a smaller class size, which increase the student’s chance of attaining a degree in four years. Be sure to include a few private colleges in your selection process. You may be surprised with the outcome. (Refer to the College Selection & Appeals Navigator.)

4. [Apply For Financial Aid – Regardless](#)

Apply for financial aid, regardless of the family’s financial income. Many colleges require the completion of a financial aid form, even to qualify for merit grants and scholarships. Many student loan applications (Unsubsidized Stafford and PLUS) also require the completion of a financial aid form. Be sure to check with each school for their requirements.

5. [Properly Prepare For the ACT/SAT Tests](#)

Higher test scores increase the student’s opportunity to qualify for various college-sponsored grants and scholarships. Each test (ACT and SAT) should be taken twice, once (late) in the high school junior year and once (early) in the senior year. Statistics show that higher scores can be achieved in the SAT test using advanced preparation methods. Many test scores can be increased by as much as 10-20% with proper preparation. Advanced planning requires a small commitment, but can pay off in big rewards. (Refer to the ACT/SAT Test Prep Navigator.)

6. [Diligently Investigate a Career Path](#)

Choosing a career is one of the most important decisions that students face today. Lack of planning forces many students into a 5 or 6-year college degree. Many students receive degrees in declining-growth fields, or a field with a surplus of applicants, and cannot find employment after graduation. A wise choice can lead to rewarding occupational experiences, opportunity for personal growth and the security of adequate income. It will also allow the family to maximize their educational investment in the student. (Refer to the Career Search Navigator.)

7. [Diligently Investigate Each College](#)

The main reason to research each college specifically is to insure that the college's "personality" fits with the personality of the student. Once you have identified the colleges of interest, a direct campus visit will offer a clearer understanding of each college's programs, policies, and social setting. Today, most colleges have their own website which can provide you with a "virtual visit" to do adequate research. Only during this visit can the student experience the environment in which he or she will spend the subsequent four years. (Refer to the College Visitation Navigator.)

8. [Don't Be Afraid To Negotiate the Price](#)

Many colleges can be compelled to increase their initial grant or scholarship offer, especially if they are competing with another school for the student. Don't be afraid to ask for more money? (Refer to the Appeals Navigator.)

9. [Discuss Your Cost Limitations with the Student In Advance](#)

Begin discussions of the college budget and any cost limitations in the high school freshman year. If you wait too long, differences may occur in college choice (and cost) which cause decisions to be made that create a hardship for either the student or the parents. Also, college should not be a blank check for the student. Even if parents can easily pay the bill, most students seem to appreciate their education more if they are involved in the financial commitment.

10. [Pick a Qualified Financial Advisor To Help You Plan](#)

The cost of a college degree is expensive and it's well worth paying a fee for proper advice. The keyword here is "proper". Be sure your advisor is trained in college financial planning, including financial aid. This field is much more intricate than most would have you believe. Contrary to popular belief, you CANNOT navigate the college process efficiently without some outside help; college has become too costly to do so.



college calendar

Freshman/Sophomore Year

Check off each box as you complete each suggestion.

Freshman Plan

- Develop a recommended class schedule of college preparatory courses according to your planned college major. Contact your guidance counselor for assistance.
- Establish strong study habits and commit to a consistent study routine.
- Work on effective time management techniques.
- Become involved in a community service project.
- Work to enhance your vocabulary skills and your writing abilities.
- Learn to use the library effectively, including computer research.
- Investigate possible extracurricular activities for your Résumé of Achievement.
- Begin to think about your sophomore class schedule.

Sophomore

- Continue to keep your grades up.
- Continue to be involved in a community service project.
- Sign up for extracurricular activities – aim for leadership roles.
- Consider the teachers from whom you will request recommendations.
- Take the PSAT for the first time.
- Plan your junior class schedule.
- Begin to look for a summer job to help pay for college.
- Improve your reading skills over the summer – include newspapers and magazines.

Junior Year

Check off each box as you complete each suggestion.

September thru December

- Review your cumulative grade point average.
- Take the PSAT for the second time.
- Continue to be involved in a community service project.
- Attend a local College Fair.
- Review the **Career Search Navigator**.
- Discuss possible career interests with parents.
- Pre-register for the ACT/SAT Achievement Tests.
- Review the "Sample" ACT/SAT tests.
- Take the ACT/SAT Tests.
- Write for catalogs and admissions/financial aid information.

January thru May

- Review the **153 Strategies To Cut Tuition** list to develop timely strategies.
- Review the **College Selection Navigator**.
- Develop a list of colleges and begin your college selection process.
- Review the **College Visitation Navigator**.
- Begin to plan your college visits.
- Begin your career interest analysis, research and expert interviews.

Senior Year

Check off each box as you complete each suggestion.

September thru October

- Review the ***Career Search Navigator***, again.
- Update your career interest analysis, research and expert interviews.
- Review the ***College Visitation Navigator***, again.
- Continue to be involved in a community service project.
- Plan your college visits, including the various interviews, to narrow the field.
- Review the “Sample” ACT/SAT Tests, again.
- Take the ACT/SAT Tests again, if necessary.
- Review the ***Admissions Navigator***.
- Develop a list of references for the Admission’s package.
- Prepare a list of extracurricular activities for the Admission’s package.
- Prepare your essay for the Admission’s package.
- Prepare your Résumé of Outstanding Achievement for your Admission’s package.
- Check with your Guidance Department to apply for local scholarships.

November thru December

- Request the recommendations from your teachers for your Admission’s package.
- Give your Admission’s packages to the Guidance Department to add your transcript.
- Be sure that you know the ***filing deadlines*** for both Admissions and Financial Aid.

Senior Year

Check off each box as you complete each suggestion.

November thru December

- Apply for admissions to at least six colleges to increase your financial aid opportunity.
- Review the **153 Strategies** list again, to ensure all strategies have been implemented.
- Pick up the necessary Financial Aid Applications from the Guidance Department.
- Review the Financial Aid Application instructions to assure an accurate filing.

January thru May

- Complete all Financial Aid Applications and mail prior to the earliest college deadline.
- Review the Student Aid Report (SAR) and make note of your **EFC**.
- If the SAR is incorrect, return to the appropriate Processor with corrections.
- If the SAR is correct, you do not need to mail it back.
- Send the Verification and IRS forms to each college requesting verification.
- Review all financial aid packages sent from the colleges.
- If housing deposit is NOT mandatory, request an extension until final decision is made.
- If housing deposit is mandatory, be sure to send request for refund within deadline.
- Review final financial aid award offers and make your final decision.
- Send in the signed financial aid award offer to your final college choice.
- Send in the deposit and final grade transcript to your final college choice.
- Send in all pertinent loan applications to your final college choice.



Career Search Navigator

Career Search Navigator

The Purpose

Choosing a career path is one of the most important decisions that students face today. Lack of planning forces many students into a 5- or 6-year college degree. Many students receive degrees in declining-growth fields or fields with a surplus of applicants, and cannot find employment after graduation. A wise choice can lead to rewarding occupational experiences, opportunity for personal growth and the security of adequate income. It will also allow the family to maximize their educational investment in the student.

What You Will Do In This Section

- Step 1.** Review your *Personalized Career Assessment* to conduct analyses of potential career paths, and match those paths with possible fields of study in college.
- Step 2.** Review “The Top 100 Careers for the Next Decade” list as reference.
- Step 3.** Review “The Top College Majors for the Next Decade” list as reference.
- Step 4.** Gather specific information from additional outside sources for further research into your potential career path.
- Step 5.** Conduct interviews with professionals in your prospective field(s) of interest to pinpoint the positive and negative aspects of your potential career path.
- Step 6.** Prioritize your career selections.

What You Can Expect To Accomplish

Successful completion of Section 1 through Section 6 will allow you to:

- Conduct a successful professional career analysis.
- Narrow your college selection to relevant schools.
- Maximize your likelihood of career satisfaction once a school is selected.

1

Planning Your Career or Field of Interest

Prior to entering college, every student should complete a personal career interest inventory assessment and conduct a thorough research into possible fields of interest. As with most endeavors in life, success comes to those who work hard and are persistent.

However, the suggested fields of interest obtained from these tests are just focal points. Do not consider these areas of interest to be complete, or restrict you from further research into the career list provided. As time goes on, you may also wish to expand or narrow your list. Your first year in college will expose you to many new ideas that may not be presently apparent.

While you may have already considered a few of the suggested occupations, others may be entirely new to you. A little hard work and persistence in researching your options will open new horizons.

Here are some suggestions to help you along the way:

Step 1: Call a professional in each of the fields you find of interest and request an interview. Explain that you are very interested in this particular field and before you decide to make a “leap of faith” into this college major, you would like to make an appointment, at their convenience, to discuss the occupation and get an expert’s opinion of this field. Use the questions in Section 5 of the following pages for this exercise.

Most professionals will consider the above request as a smart move on your part and welcome your assertiveness. This is an extremely important step in your decision-making effort. Fifty-three percent of the people in the U.S. are not happy with their present occupation. Don’t get caught in that crowd. Who knows, you might find a “friend”, a recommendation, a summer job, etc. If you don’t ask, you definitely will not receive.

Step 2: Go to a library or your Guidance Department and obtain the U.S. Department of Labor’s *Dictionary of Occupational Titles (DOT)*. This publication describes thousands of career fields along with the attributes considered as essential for job performance.

Research the various occupations under each (three letter) listing using the **DOT Number** as reference. This will provide you with a basic idea of the job “specifications”. While all this work requires planning, organization and time, the results will move you in a more solid and focused direction toward your desired career path.

2 “The Top 100 Careers for the Next Decade”

01	Biologist	35	Geologist	69	Anthropologist
02	Actuary	36	Medical Technologist	70	Mechanical Engineer
03	Financial Planner	37	Broadcast Technician	71	Home Economist
04	Computer Systems Analyst	38	Occupational Therapist	72	Protestant Minister
05	Accountant	39	Aerospace Engineer	73	Web Developer
06	Software Engineer	40	Speech Pathologist	74	Corporate Exec. (Senior)
07	Meteorologist	41	Oceanographer	75	Rabbi
08	Paralegal Assistant	42	Philosopher	76	Civil Engineer
09	Statistician	43	Stenographer	77	Physical Therapist
10	Astronomer	44	Chiropractor	78	Podiatrist
11	Mathematician	45	Insurance Underwriter	79	College Professor
12	Parole Officer	46	Political Scientist	80	News writer (Radio/TV)
13	Hospital Administrator	47	Market Research Analyst	81	Bookkeeper
14	Architectural Drafter	48	Bank Officer	82	Engineering Technician
15	Physiologist	49	Dental Laboratory Tech.	83	Conservationist
16	Dietician	50	Petroleum Engineer	84	Jeweler
17	Website Manager	51	Attorney	85	Author (Books)
18	Physicist	52	Exec. Search Consultant	86	Artist (Commercial)
19	Audiologist	53	Personnel Recruiter	87	Librarian
20	Agency Director (Nonprofit)	54	Judge (Federal)	88	Physician Assistant
21	Industrial Designer	55	Medical Secretary	89	Social Worker
22	Chemist	56	Industrial Engineer	90	Lithographer/Photoengraver
23	Medical Laboratory Tech.	57	Postal Inspector	91	Electrical Engineer
24	Archeologist	58	Nuclear Engineer	92	Dentist
25	Economist	59	Optician	93	Orthodontist
26	Computer Programmer	60	School Principal	94	Typist/Word Processor
27	Sociologist	61	Technical Writer	95	Veterinarian
28	Dental Hygienist	62	Vocational Counselor	96	Respiratory Therapist
29	Historian	63	Agricultural Scientist	97	Advertising Account Exec.
30	Optometrist	64	Purchasing Agent	98	Tax Examiner/Collector
31	Publication Editor	65	Military (Commissioned Officer)	99	Occupational Safety/Health Inspector
32	Motion Picture Editor	66	Urban/Regional Planner	100	Mayor
33	Pharmacist	67	Musical Instrument Repair		
34	Medical Records Technician	68	Zoologist		

**Ranking based on outlook, environment, stress, security, physical demands and income.
 Source: Krantz, Les, *The Jobs Rated Almanac*, The World Almanac, Sixth Edition

3

“The Top College Majors for the Next Decade”

Agricultural

Agribusiness
Agronomy
Animal Science
Entomology
Food Science
Horticulture
Soil Science

Architecture & Design

Architecture
Urban/Regional Planning
Interior Design
Landscape Architecture

The Arts

Arts Management
Dance
Dramatic Arts/Theater
Film Arts
Graphic Design
Music/Music Business Management
Photography
Studio Art

Biological Sciences

Biochemistry
Biology
Biophysics
Biotechnology
Botany
Marine Biology
Molecular Biology
Science Education
Wildlife Management
Zoology

Business/Management

Accounting
Business Administration
Finance
Human Resources Management
Insurance/Risk Management
International Business
Labor/Industrial Relations
Information Systems
Marketing
Real Estate

Communications

Advertising
Communications
Journalism
Public Relations
Broadcasting

Computer Sciences

Information Sciences

Education

Elementary Education
Physical Education
Secondary Education
Special Education

Engineering

Aerospace
Agriculture
Chemical
Civil
Computer
Electrical
Mechanical
Petroleum

Health Sciences

Athletic Training
Clinical Sciences
Dental Hygiene
Health Services Management
Medical Record Administration
Medical Technology
Nursing
Occupational Therapy
Pharmacy
Physical Therapy
Speech Therapy

Home Economics

Day Care Administration
Fashion Merchandising
Food Sciences
Hotel/Restaurant Administration
Human Development
Nutrition
Textiles and Clothing

Humanities

American Literature
Chinese
Creative Writing
English
French
German
History
Japanese
Linguistics
Philosophy
Russian
Religion
Spanish

Ethnic Science

Ethnic Studies

Mathematics

Mathematics
Statistics

Physical Sciences

Astronomy
Meteorology
Chemistry
Geology
Geophysics
Oceanography
Physics

Social/Behavioral Sciences

Anthropology
Criminal Justice
Economics
Geography
Gerontology
Political Science
Psychology
Public Administration
Social Studies
Social Work
Sociology

Theology

Bible Studies
Theological Studies

4 Conducting Further Research Into Career Paths

The difficulty in choosing a career is that it often requires making a considerable commitment in time and expense in education and training yourself to prepare for that career, prior to working in the field. Millions of people have paid for four or more years of college, only to find that the field they trained for does not provide them with mental, physical, or monetary benefits. However, having made the investment in time and money, they feel obligated to continue.

Some students decide to change their major or career interest after one or two years and since many college credits cannot be applied to their new major, they must spend five or six years in additional time and money to achieve a four-year degree.

Given today's high college cost environment, you cannot have too much information, or spend too much time researching, to properly plan and prepare for their career field. In addition to the information you receive with the Career Search Navigator report, you should also gather additional information through independent research and sources.

You should consider discussing your prospective interests with a **counselor from your high school guidance department**. You should also read business publications or trade and professional journals associated with your career to learn about the latest news and trends within the field or industry. Look for indications as to whether the field is expanding or experiencing a decline.

Other books to consider for further research into your Career/Major Interest(s) are:

College to Career, by H.S. Mitchell: The College Board

100 Best Careers For The 21st Century, by S. Field: Prentice Hall

Need A Lift?, published and produced by The American Legion

The Encyclopedia of Career and Vocational Guidance, W.E. Hopke: Ferguson Publications

Professional Careers Sourcebook, K.M. Savage: Gale Research

What Color is Your Parachute?, R.N. Bolles: Ten Speed Press

Occupational Outlook Handbook, U.S. Department of Labor: U.S. Govt. Printing Office

“Please make sure to make copies of
Section 5 prior to each interview”

5 Questions to Ask Someone with Experience in Your Chosen Career or Field of Interest

An excellent way to learn more about an occupation is to talk with various people in that particular field. You can secure interviews with experienced people by calling them, introducing yourself, and then explaining that you wish to seek a first-hand opinion as to the benefits of their job or profession. Here is a list of suggested questions to ask these professionals:

Nr/Mrs: _____ Telephone No.: _____

Occupation: _____ Company: _____

How long have you been in this field?

Why did you decide to work in this field?

How did you get your first job in this field?

How has this field changed since your first job?

Do you know what the future outlook is for this field?

How competitive is this field?

What do you like about your occupation?

continued on next page

What do you dislike about your occupation?

What are your primary duties during a typical day?

What kinds of education or training are required in this occupation?

What are the entry-level salary and benefits in this occupation?

What are the expected salary and benefits in this occupation after ten years?

What are the chances for advancement in this occupation?

What additional training or education is needed for advancement?

Where else can I look for information pertaining to this occupation?

Additional questions:

6 Ranking Your Career/College Major Interests

List as many as three career paths or objectives that you wish to pursue. Rank them in order beginning with your top choice. Use the results to determine your Career/College Major Interest when completing the College Selection Navigator.

1. _____
2. _____
3. _____

List the factors that interest you in each of your career choices.

1. _____

2. _____

3. _____



College Visitation Navigator

College Visitation Navigator

The Purpose

The main function of the campus visit is to insure that the college's "personality" fits with the personality of the student. Once you have identified the colleges of interest, a direct campus visit will offer a clearer understanding of each college's programs, policies, and social setting. Only during this visit can the student experience the environment in which he or she will live and work during the subsequent four crucial years.

What You Will Do In This Section

1. Make visitation arrangements with the colleges that you have selected using the **College Selection Navigator**. Scheduling is recommended on a weekday, during the school term.
2. While on campus, you should ask strategic questions, including those from the following questionnaires.
 - 1 Admissions Office
 - 2 Financial Aid Office
 - 3 Career Placement Office
 - 4 Faculty
 - 5 Athletic Department
 - 6 Students
3. Based upon your evaluation of the responses, use Section 7 to rank your colleges.

What You Can Expect to Accomplish

- ✓ You will have a clear understanding of the day-to-day operation of each college.
- ✓ You will have an objective method to compare the strengths of each school.
- ✓ You will be able to determine which college best fits the student based on the education value, employment opportunity and affordability to the family.

“Please make sure to make copies of Section **1**
through Section **6** prior to each visit”

1

Questions To Be Asked: Admissions Office

College: _____

Mr./Ms./Dr. _____

Telephone No. (____)____ - _____ Date: ____/____/____

1. What are the criteria used for admissions at your college?

Answer: _____

2. How do you rank these criteria?

Answer: _____

3. How important is the ACT/SAT test in the admissions process?

Answer: _____

4. What is the college's admissions deadline?

Answer: _____

5. What is the student to faculty ratio at the college?

Answer: _____

6. What percentage of faculty members has doctorate degrees?

Answer: _____

7. What is the average enrollment of the freshman class?

Answer: _____

8. What percentage of the freshman class will graduate?

Answer: _____

9. What percentage of graduates will continue on to graduate school?

Answer: _____

10. My overall impression

	Very Responsive	Responsive	Somewhat Responsive	Not Responsive
1. What are the criteria used for admissions at your college? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How do you rank these criteria? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How important is the ACT/SAT test in the admissions process? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What is the college's admissions deadline? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What is the student to faculty ratio at the college? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. What percentage of faculty members has doctorate degrees? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What is the average enrollment of the freshman class? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. What percentage of the freshman class will graduate? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. What percentage of graduates will continue on to graduate school? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My overall impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Questions To Be Asked: Financial Aid Office

College: _____

Mr./Ms./Dr. _____

Telephone No. (____) ____ - _____ Date: ____/____/____

1. What is the total cost of college or financial aid budgeted cost?

Answer: _____

2. What forms are used by the college to determine financial aid eligibility?

Answer: _____

3. What is the college's financial aid deadline?

Answer: _____

4. How does the college financially reward a good student?

Answer: _____

5. What percentage of my financial NEED will be met by the college?

Answer: _____

6. What percentage of this NEED met will be in the form of **Gift Aid**?
In the form of **Loans**? In the form of **Work/Study**?

Answer: _____

7. What other **non-need** or **merit grants and scholarships are available**?

Answer: _____

8. If any private outside scholarships are awarded, will the school use these to replace their own monies?

Answer: _____

9. What is the average debt incurred by each student upon graduation?

Answer: _____

10. My overall impression

	Very Responsive	Responsive	Somewhat Responsive	Not Responsive
1. What is the total cost of college or financial aid budgeted cost? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What forms are used by the college to determine financial aid eligibility? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. What is the college's financial aid deadline? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. How does the college financially reward a good student? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What percentage of my financial NEED will be met by the college? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. What percentage of this NEED met will be in the form of Gift Aid ? In the form of Loans ? In the form of Work/Study ? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What other non-need or merit grants and scholarships are available ? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If any private outside scholarships are awarded, will the school use these to replace their own monies? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. What is the average debt incurred by each student upon graduation? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My overall impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3

Questions To Be Asked: Career Placement Office

College: _____

Mr./Ms./Dr. _____

Telephone No. (____)____-____ Date: ____/____/____

1. How many full-time staff members work in the placement office?

Answer: _____

2. What job placement services are provided by the placement office?

Answer: _____

3. How long do job placement services remain in effect after graduation?

Answer: _____

4. What percentage of graduates will be employed prior to graduation?

Answer: _____

5. What are the most popular majors of graduates receiving employment?

Answer: _____

6. Which companies and organizations recruit your graduates?

Answer: _____

7. What are the credentials of those graduates receiving employment?

Answer: _____

8. What is the starting salary of graduates in my field or major?

Answer: _____

9. What is the future employment outlook of my field or major?

Answer: _____

10. My overall impression

	Very Responsive	Responsive	Somewhat Responsive	Not Responsive
1. How many full-time staff members work in the placement office? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What job placement services are provided by the placement office? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How long do job placement services remain in effect after graduation? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What percentage of graduates will be employed prior to graduation? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What are the most popular majors of graduates receiving employment? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Which companies and organizations recruit your graduates? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What are the credentials of those graduates receiving employment? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. What is the starting salary of graduates in my field or major? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. What is the future employment outlook of my field or major? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My overall impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Questions To Be Asked: Faculty or Department Head

College: _____

Mr./Ms./Dr. _____

Telephone No. (____) ____ - _____ Date: ____/____/____

1. What is unique about this department's program?

Answer: _____

2. What is the likelihood of graduating from this program in four years?

Answer: _____

3. What department facilities and special technology are available?

Answer: _____

4. How does the faculty advising system work?

Answer: _____

5. How accessible are the professors in this department?

Answer: _____

6. How many full professors are on the department staff?

Answer: _____

7. What is the percentage of full professors who teach introductory classes?

Answer: _____

8. What is the average size of the classes or lectures?

Answer: _____

9. Can I sit in on a class?

Answer: _____

10. My overall impression

	Very Responsive	Responsive	Somewhat Responsive	Not Responsive
1. What is unique about this department's program? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What is the likelihood of graduating from this program in four years? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. What department facilities and special technology are available? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. How does the faculty advising system work? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How accessible are the professors in this department? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. How many full professors are on the department staff? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What is the percentage of full professors who teach introductory classes? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. What is the average size of the classes or lectures? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Can I sit in on a class? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My overall impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Questions To Be Asked: Athletic Department/Coach

College: _____

Mr./Ms./Dr. _____

Telephone No. (____)____-____ Date: ____/____/____

1. Where would you rank <SPORT> at your college? In your league?

Answer: _____

2. What sports or activities share the facilities with <SPORT>??

Answer: _____

3. Does the college plan any additions or changes to the facilities?

Answer: _____

4. Does <SPORT> have an off-season schedule?

Answer: _____

5. What locations are on the team's upcoming travel schedules?

Answer: _____

6. What is the breakdown of the staff, coaches and their specialties?

Answer: _____

7. What allowances are made for class and exam preparation?

Answer: _____

8. What are my earliest opportunities at playing my position?

Answer: _____

9. Does the team have a set of rules or policies for athletes?

Answer: _____

10. My overall impression

	Very Responsive	Responsive	Somewhat Responsive	Not Responsive
1. Where would you rank <SPORT> at your college? In your league? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What sports or activities share the facilities with <SPORT>?? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the college plan any additions or changes to the facilities? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does <SPORT> have an off-season schedule? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What locations are on the team's upcoming travel schedules? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. What is the breakdown of the staff, coaches and their specialties? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What allowances are made for class and exam preparation? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. What are my earliest opportunities at playing my position? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the team have a set of rules or policies for athletes? Answer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My overall impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6

Questions To Be Asked: Students

College: _____

Date: ____/____/____

1. What are three things you most *like* about the university?

1) _____

2) _____

3) _____

2. What are three things you most *dislike* about the university?

1) _____

2) _____

3) _____

3. How difficult is it to get assigned to classes? NOTES: _____

4. What are the classes like? NOTES: _____

5. What are the professors like? NOTES: _____

6. What is campus life in general like? NOTES: _____

7. What are the dorms like? NOTES: _____

7

Ranking The College Choices After The Visit

- Rank** your college choices based on the strategic information you've gathered during your college visits. Use the question and answer analysis from each college visit to determine which colleges best fit the student's personality profile, meet the parents' personal priorities and offer the family a good education value.

- | | |
|------------|------------|
| ➡ 1. _____ | ➡ 5. _____ |
| ➡ 2. _____ | ➡ 6. _____ |
| ➡ 3. _____ | ➡ 7. _____ |
| ➡ 4. _____ | ➡ 8. _____ |



Admissions Navigator

Admissions Navigator

The Purpose

If you plan to attend college, facing the enormous process called “admissions” is inevitable. But applying and being accepted to a college doesn’t have to be such a painful event. Except for the Ivies and a handful of very selective schools, colleges today admit a much higher ratio of applicants. Even the most prestigious colleges are spending huge sums to market themselves to prospective students. Yes, the student can be very selective about the college he/she wishes to attend. Use the following sections as a guide to the ultimate goal of being accepted to the college of your choice.

What You Will Do In This Section

- 1 Review the Top Ten Factors Considered in Admissions and your contractual obligations involved with each type of admission’s plan.
- 2 Use this section to keep track of your admission’s deadlines and review the strategies that can help improve your chance of acceptance.
- 3 Use this checklist to make the admission’s application process work for your benefit.
- 4 Showcase your abilities and talents by using this example to prepare your own personal Résumé of Outstanding Achievement.
- 5 Use this checklist as a guideline for writing a successful admission’s essay.
- 6 Use this checklist to ensure a successful admission’s interview.

What You Can Expect to Accomplish

Successful completion of 1 through 6 you will allow you to:

- ✓ Accurately complete the admissions’ applications and meet the deadlines.
- ✓ Dramatically increase your chance of a successful admission’s campaign.

1 College Admissions 101

Top Ten Factors Considered In Admissions

- ❶ Academic Merit (grades)
- ❷ Class Rank
- ❸ ACT/SAT Prep Scores
- ❹ Special Abilities (athletic, talent, etc.)
- ❺ Essay
- ❻ Interview
- ❼ Extracurricular Activities
- ❽ Recommendations (teachers, alumni, etc.)
- ❾ State Resident
- ❿ Diversification of Student (minority, alumni, geographic locations, etc.)

Admission Plan

Early Entrance - A student can be accepted, admitted and enrolled prior to high school graduation. Many colleges use this guarantee to attract better students.

Early Decision – A student can apply to a college by an early deadline to guarantee his/her admission, but is ***obligated*** to attend that college under a **binding contract**.

Early Action – A student can apply to a college by an early deadline to guarantee his/her admission, ***without obligating*** himself/herself to attend that college.

Regular Admissions – A student applies for admissions under normal deadlines.

Rolling Admissions – A student can apply for admission at various times during the year and is under no deadlines.

Deferred Admissions – A student with financial, personal or work-related concerns can defer or postpone his/her enrollment for up to one year.

2 Admission Deadlines & Strategies

List the Admission deadlines of up to eight college choices.

	College	Deadline
➡	1. _____	/ /
➡	2. _____	/ /
➡	3. _____	/ /
➡	4. _____	/ /
➡	5. _____	/ /
➡	6. _____	/ /
➡	7. _____	/ /
➡	8. _____	/ /

* Specific form requirements and deadlines can be found in each of the college's admission's applications, marketing brochures or by placing a phone call directly to the college. Popular guidebooks are often one to two years out-of-date.

Admissions Strategies

Be sure that each college the student applies to:

- Has a reputation for quality education.
- Fits the student's personality and needs.
- Is matched with a competitor college of equal quality.
- Will meet a high percentage of your financial NEED.
- Will meet your NEED with a high percentage of Gift-Aid.

3 Admissions Application Checklist

Use the following checklist as a guideline to completing a successful admission's application and campaign.

- Write or phone directly to the college to request up-to-date applications.
- Start early – don't wait until the last minute.
- Get organized – use a separate file folder for each college application.
- Be sure to read the application thoroughly and answer each question, as asked.
- Type or print each application (preferably in black ink). No longhand.
- Proofread each application. Spelling and grammatical errors are unacceptable.
- Be sure to include **ONLY** those extracurricular activities that are impressive to the college. They should demonstrate qualities of leadership, duration and activities that reinforce your academic and career goals mentioned in your application.
- Make copies of each completed application.
- Request your teacher recommendations early (3 week preference).
- Choose teachers that best know YOU.
- Provide deadlines and proper forms, including a self-addressed stamped envelope.
- Send each teacher a thank-you note, and keep each informed of the results.
- Be sure to make arrangements with your guidance department to include your high school transcript and distribute the applications to the colleges.

4

Résumé of Outstanding Achievement

I. What is a Résumé of Outstanding Achievement?

Each year thousands of students fill out admission applications in an attempt to gain entrance into the college of their choice. Many attempt to enter prestigious colleges with the understanding that, even though their high school record is impeccable, there are thousands of other students as good, or better, competing for the same privilege. A Résumé of Outstanding Achievement highlights the student's background and abilities.

II. Why should I do a Résumé of Outstanding Achievement?

Admission Officers review thousands of applications. Being accepted to a particular school may be important to you, but to Admission Officers it is a tedious, at best, yearly task. Therefore, you should put yourself in their shoes and help them make their job easier. A two (2) page Résumé of Outstanding Achievement accomplishes this goal with style. It allows for a quick review of your background to showcase your abilities and talents. Best of all, it saves the admission review committee time. Showing consideration for their time may give you the edge you need to gain acceptance.

III. What should a good Résumé of Outstanding Achievement contain?

Similar to a job résumé, the Résumé of Outstanding Achievement should quickly explain the student:

- ✓ Is a well-rounded individual
- ✓ Has leadership capabilities
- ✓ Is organized
- ✓ Is confident and mature
- ✓ Has the capability of assuming additional responsibilities
- ✓ Has a game plan and is motivated to achieve a goal
- ✓ Has the qualities the school is looking for
- ✓ DESERVES ACCEPTANCE!

Follow the guideline on the next two (2) pages to develop your own personal Résumé of Outstanding Achievement.

NOTICE: Be sure to include your résumé with each application that you submit!

James A. Smith

Address: 4560 Main Street
Anytown, OH 40600

Phone: (614) 791-0000

Educational/Career Goals:

My educational goal is to obtain a Bachelor's Degree in Communications from the University of USA. My career goal is to become a writer.

Academic History:

School: Anytown High School, Anytown, OH – Graduate 2005

Class Rank: 15th of 389 students

GPA: 3.45

Curriculum: College Preparation
Advanced Placement – English
Advanced Placement – History
Three Honors Classes

Achievements/Honors: National Honor Roll
Kiwanis Top 10 Honoree
National Merit Semifinalist
Outstanding Senior Award
Who's Who of American Students
Gemini Technology Award

Scores:	ACT	Composite	26
		Percentile	89
	SAT	Math	600
		Verbal	600

Personal Interests:

Reading / Writing / Music / Travel

Extracurricular Activities:

Editor-in-Chief Anytown High School Newspaper
Anytown All-City Choir
Drama Club
International Thespian Society
Key Club
Spanish Club
Student Council
Football – 3 years
Track – 2 years

Community Service:

Habitat for Humanity Volunteer – Anytown, OH
Faith Mission Soup Kitchen Volunteer – Anytown, OH
Inner City Camp Counselor – Union Wesleyan Church, Anytown, OH
Bible School Counselor – Union Wesleyan Church, Anytown, OH
Red Cross – Blood Donor
/ CAN Building Program Volunteer – New Iberia, Louisiana

Employment:

Self-Employed Author: *The Creativesmith, Inc.*
The Soup Kitchen, Adam Publishing Company, Inc. 2004

Anytown McDonald's, Anytown, Ohio – 3 years

References:

Martin Holland, English Teacher & School Newspaper Advisor
9335 Hoover Road, Anytown High School, Anytown, Ohio

Jim Lester, Owner & President of Anytown McDonald's
16 Main Street, Anytown, Ohio

Reverend Jerry Lyman, Union Wesleyan Church
397 Darby Stream Road, Anytown, Ohio

5 Essay Checklist

Use the following checklist as a guideline to writing successful admission essays.

- List the initial thought that you would like to emphasize about yourself.
- Focus in on the topics that you feel would best describe your strengths.
- Write a tentative statement that would reflect what you want to say.
- Write a list of details that could be used to support your statement. You may wish to use your Résumé of Outstanding Achievement as a guide.
- Arrange this list of details into a well-ordered outline.
- Demonstrate your intellectual curiosity, dedication, and commitment to goals, ability to complete tasks and leadership and self-control.
- Write a draft of your admission essay.
- Revise your first draft, paying attention to your introductory and concluding paragraphs, as well to transitions between your paragraphs.
- Proofread your revised essay at least **twice**: once for spelling, punctuation, usage, and other mechanical errors and a second time for meaning and overall effectiveness.
- Have someone else proofread your essay and make suggestions for improvements.
- Be sure the essay is within the recommended length.
- Use words and phrases that are common to you.
- Do not overuse adjectives or adverbs.

6

Interview Checklist

Use the following checklist as a guideline for successful admission interviews.

- Practice for your interview. Be prepared to answer obvious questions. Consult your guidance department for these standard questions and review them with your counselor or parents.
- Practice makes perfect. Arrange your first interviews at the colleges in which you're least interested in attending.
- Relax and be yourself.
- Be alert and to the point. Make the interview easy for the interviewer.
- Be sure you are neat and presentable.
- Provide the interviewer with a copy of your *Résumé of Outstanding Achievement*.
- Showcase your abilities and talents. Stay positive.
- Ask the questions in the ***College Visitation Navigator***. The appearance of a solid game plan for admission is impressive. Document the name, date and response.
- Don't dwell on a particular question. Show consideration for their time.
- Don't make lofty statements about yourself. Be humble.
- Avoid negatives about yourself or making excuses for any sub par performance.
- Be prepared to answer the following questions: *Describe your ideal college. Which other colleges are you considering? Which college is your top choice?*
- Send a thank-you note to each interviewer within 3 days after the interview.



ACT/SAT Test Prep Navigator

ACT/SAT Test Prep Navigator

The Purpose

"Standardized Tests" are the most important (and feared) tests that college-bound students face because they figure so heavily in the acceptance to the college of their choice. Whether these tests demonstrate true aptitude for college success is the subject of much debate. However, many students who have achieved high scores have had the privilege of advanced tutoring from the services of a costly, private test preparation firm. This section will acquaint you with the college standardized tests and provide you with the six essential steps used for proper ACT/SAT test preparation.

What You Will Do In This Section

- 1 Review the four basic "Standardized Tests" and their requirements to understand the application and importance of each for college admission.
- 2 Review the six essential steps used for proper ACT/SAT test preparation.

What You Can Expect To Accomplish

Successful completion of Section 1 through Section 2 will allow you to:

- Dramatically improve your ACT/SAT test scores.
- Increase opportunity to be admitted to your college of choice.

1 What are Standardized Tests and Their Requirements?

Students preparing to go to college should be aware that most schools have an entrance requirement of one (or more) standardized test(s) in order to qualify for admissions. Each college has its own specific policy as to which test(s) is required. The major tests are:

Preliminary Scholastic Assessment Test (PSAT)

- The PSAT measures developed mathematical and verbal reasoning abilities important for academic performance in college.
- It assesses the ability to reason with facts and concepts, rather than the ability to recall and recite them.
- It allows sophomores and juniors to practice for the SAT test, while simultaneously competing for the **National Merit Scholarships**.

American College Test (ACT)

- The ACT is a four-part, two hour and forty minute test measuring skills in English, Math, Natural Sciences and Social Sciences, and a twenty-five minute Profile Section indicating grades, background and achievements.
- The ACT should be taken at the end of the student's junior and/or early in the senior year in order to meet the deadlines of many college scholarship programs.

Scholastic Assessment Test (SAT I)

- The SAT is a three-part, three-hour test measuring the ability to communicate and reason with words and abstract concepts in Math, Verbal and Standard Written English.
- The SAT should be taken at the end of the student's junior year and/or early in the senior year to maximize the possible score and be considered for admissions at many competitive colleges.
- The SAT is the easier of the two aptitude tests (SAT/ACT) to prepare an advanced game plan to achieve the highest possible score.

Scholastic Assessment (Subject) Tests (SAT II)

- The SAT II tests are one-hour examinations, taken in the senior year, which measure achievement in specific subject areas that are required by certain competitive colleges.

REMEMBER: Check with your Guidance Department for registration dates & deadlines.

The New SAT

In March 2005, the SAT will undergo its most sweeping changes in recent memory. High school students entering college as early as 2006 will encounter a brand new Writing section, more advanced Math questions, and a revamped scoring system—among other things.

Changes for the SAT:

- **Verbal:** Analogies eliminated, Short Critical Reading passage added, section renamed "Critical Reading"
- **Math:** Quantitative Comparisons eliminated, Advanced Algebra added
- **Writing:** Multiple-Choice Grammar, 25 minute essay
- **Time:** Now 3 hours and 45 minutes
- **Scoring:** Math: 200-800 Critical Reading: 200-800 Writing: 200-800

2 The Six Essential Steps To Prepare For Tests

The SAT is the easier of the two tests (ACT/SAT) to prepare for in advance. However, there are six essential steps that a student can take to properly prepare for both the ACT and SAT tests. Following these simple steps is the easiest way to guarantee the highest possible score.

- ① Get a real ACT/SAT test from your guidance office and become **familiar** with the procedures.
 - ➔ how it looks/what it consists of
 - ➔ assure that there are no surprises
- ② **Take** the practice ACT/SAT test using official timing procedure to achieve an accurate result.
 - ➔ be sure to obtain a real test
 - ➔ be sure to use official time limits
- ③ **Diagnose** your weakest skills.
 - ➔ pinpoint problem areas
 - ➔ analyze weakest areas of knowledge
- ④ **Review** your weak math skills.
 - ➔ complete additional problems in your weak math areas
- ⑤ **Review** your weak verbal skills.
 - ➔ complete additional problems in your weak verbal areas
- ⑥ **Rework** the wrong answers on your original sample test.
 - ➔ recognize the original errors and understand why they were made
 - ➔ remedy the errors with improved skills

Following these practice steps, prepare to take both the ACT and SAT tests twice, once as a high school junior, and once as a senior. This will ensure you the highest possible score.

SPECIAL NOTE: Regardless of the number of times you take the SAT test, the highest scores of each section (Math/Verbal) are used to achieve a combined total score.

3 Top 10 Tips To Help You Do Your Best On The SAT

1. *Know the test directions.* For every five minutes you spend reading directions, you'll have five fewer minutes available to answer questions. Learn the directions now.
2. *Know what to expect.* Questions of the same type are grouped together. Except for the critical reading questions, the easier questions are at the beginning of the section and the harder questions are at the end.
3. *Do the easy questions first.* You earn just as many points for the easy questions as you do for hard questions.
4. *Know how the test is scored.* You get one point for each correct answer. You lose a fraction of a point for a wrong answer, except on the student-produced response questions in the math section. On those questions, no points are deducted for wrong answers.
5. *Guess smart.* If you can rule out one or more answer choices for a multiple-choice question as definitely wrong, your chances of guessing the right answer improve.
6. *Don't panic if you can't answer every question.* You don't have to answer every question correctly to get a good score. On the practice test in Taking the SAT I: Reasoning Test, you can get an average score by just answering about half of the questions correctly (and omitting the remaining questions).
7. *Omit questions that you really have no idea how to answer.* No points are lost for omitting a question. But don't forget tip number 5. If you can rule out any choices, you probably should guess.
8. *Be careful when filling in the grids on the math questions answer sheet* that are not multiple-choice questions.
9. *Use your test book to do scratch work to cross off answers you know are wrong* and to mark questions you did not answer so you can go back if there's time. Be sure to mark your answers on the separate answer sheet, because you won't receive credit for any answers you marked in the test book.
10. *Know your answer sheet.* It has four pages and you need to know what answers go in which section.

4 A Closer Look At The SAT

What Does the SAT Measure?

The SAT is an aptitude test. Like all aptitude tests, it must choose a medium in which to measure intellectual ability. The SAT has chosen math and English.

Ok, the SAT is an aptitude test. The question is – does it measure aptitude for college? The SAT's ability to predict performance in college is only a little better than chance.

No test can measure all aspects of intelligence. Thus any admission test, no matter how well written, is inherently inadequate. Nevertheless, some form of admission testing is necessary. It would be unfair to base acceptance to college solely on grades; they can be misleading. For instance, would it be fair to admit a student with an A average earned in easy classes over a student with a B average earned in difficult classes? A school's reputation is too broad a measure to use as admission criteria: many students seek out easy classes and generous instructors, in hopes of inflating their GPA. Furthermore, a system that would monitor the academic standards of every class would be cost prohibitive and stifling. So until a better system is proposed, the admission test is here to stay.

Format of the SAT

The SAT is a three-hour test. Only two hours and thirty minutes of the test count toward your score – the experimental section is not scored. There are seven sections in the test.

Section	Question Type	Time
1 Verbal	10 Sentence Completions 13 Analogies 12 Reading Comprehension	30 minutes
2 Verbal	9 Sentence Completions 6 Analogies 15 Reading Comprehension	30 minutes
3 Verbal	13 Reading Comprehension	15 minutes
4 Math	25 Multiple-choice	30 minutes
5 Math	15 Quantitative Comparison 10 Grid-ins	30 minutes
6 Math	10 Multiple-choice	15 minutes
7 Experimental	Verbal or Math	30 minutes

The order of the format is not fixed: the sections can occur in any order.

The experimental section, which is not scored, can be a verbal section, a math section, or a logic section. You won't know which section is experimental. You will know which type of section it is, though, since there will be an extra one of that type.

Scoring the SAT

The two parts of the test are scored independently. You will receive a verbal score and a math score. Each score ranges from 200 to 800. The average verbal score is 500, and the average math score is 500. Thus, the total average is 1,000.

In addition to the scaled score, you will be assigned a percentile ranking, which gives the percentage of students with scores below yours. For instance, if you correctly answer 48 of the 60 math questions, then you will score better than 90% of the other test takers.

The “2 out of 5” Rule

It is significantly harder to create a good but incorrect answer-choice than it is to produce the correct answer. For this reason, usually two attractive answer-choices are offered. One answer is correct, the other either intentionally misleading or only partially correct. The other three answer-choices are usually fluff. This makes educated guessing on the SAT immensely effective. If you can dismiss the three fluff choices, your probability of answering the question successfully will increase from 20% to 50%.

Questions and Answers

When is the SAT given?

The test is administered seven times a year – in October, November, December, January, March, May and June – on Saturday mornings. Special arrangements for schedule changes are available.

If I didn't mail in a registration form, may I still take the test?

On the day of the test, walk-in registration is available, but you must call ETS in advance. You will be accommodated only if space is available – it usually is.

How important is the SAT and how is it used?

It is crucial! Although colleges may consider other factors, the majority of admission decisions are based on only criteria: your SAT score and your GPA.

How many times should I take the SAT?

Most people are better off preparing thoroughly for the test, taking it one time and getting their top score. You can take the test as often as you like, but some schools will average your scores. You should call the schools to which you are applying to find out their policy. Then plan your strategy accordingly.

Can I cancel my score?

Yes. To do so, you must notify ETS within 5 days after taking the test.

Where can I get the registration forms?

Most high schools have the forms. You can also get them directly from ETS by writing to:

Scholastic Assessment Test
Educational Testing Service
P.O. Box 6200
Princeton, NJ 08541



College Selection Navigator

College Selection Navigator

The Purpose

Choosing the “right” college that fits the student’s personality is the most important decision in the college process. This is to assure the ease of transition and a high probability that the student will graduate with a degree and a job in four years. Many important factors about a school are often overlooked in the decision making process. This section is designed to help you analyze these factors to determine the ideal *six* to *eight* colleges to apply for admission.

What You Will Do In This Section

Step 1. Review the ***Selecting the Student’s Ideal College*** instructions.

Step 2. Analyze and grade the **20 MAJOR FACTORS** in College Selection based upon your College Major Interest (from Section 6 of the Career Search Navigator).

- | | | | |
|---------------------|--------------------------|---------------------------|----------------|
| ⇒ Location | ⇒ Co-op Programs | ⇒ Faculty with PhDs | ⇒ Diversity |
| ⇒ Size | ⇒ Job Placement | ⇒ Campus Setting | ⇒ Greek System |
| ⇒ Athletic Programs | ⇒ Religion | ⇒ Campus Safety | ⇒ Housing |
| ⇒ Talent Programs | ⇒ Attrition | ⇒ Alcohol/Drug Policy | ⇒ Food |
| ⇒ Special Programs | ⇒ Student/Faculty Ration | ⇒ Student Body Reputation | ⇒ Weather |

What You Can Expect To Accomplish

Successful completion of Section 1 and Section 2 will allow you to:

- ✓ Have an objective basis to analyze and grade eight (8) college choices initially selected by the student on the basis of the **20 MAJOR FACTORS**.
- ✓ Have an objective basis to analyze and grade any additional college choices on the basis of the **20 MAJOR FACTORS**.
- ✓ Grade each of the colleges that you analyze to determine the best potential fit for the student.

1 Selecting the Student's Ideal College

Successful selection of an ideal college for the student can be achieved through proper research. This research should be centered on a group of **twenty** MAJOR factors to determine which of those factors are most important to the student and family. Use Section 2 to analyze and grade up to twenty-five colleges to help determine which schools the student will send admission applications.

The necessary information to complete Section 2 can be found in each college's own information literature, or in the following reference books at most libraries or bookstores.

- ✓ Peterson's "Guide to Four-Year Colleges"
- ✓ Barron's "Profiles Of American Colleges"
- ✓ Princeton Review's "The Best 331 Colleges"
- ✓ Steven Antonoff's "The College Finder/475 Ways"
- ✓ Edward Fiske's "The Selective Guide to Colleges"
- ✓ Lovejoy's "The College Guide"

However, your final college choice should ultimately be based on the strategic information you gather during your college visits. Use the question and answer analysis (provided in Sections 2 and 5 of the College Visitation Navigator) from each college visit to determine which colleges best fit the student's personality profile, meet the parents' personal priorities and offer the family a good educational value.

Use the following step-by-step process to rank up to twenty-five (25) college choices.

Step 1. List the career path(s) or area(s) of interest that you wish to pursue. Use the Career Search Navigator as an aid to locate possible strengths.

1. _____
2. _____
3. _____

Step 2. Use Section 2 to score the **twenty** MAJOR college selection factors for each college you chose. This can help you determine your final college choice. Be sure each college has the career path(s) or area(s) of interest (Step 1) the student wishes to pursue.

Step 3. Rank your top eight (8) college choices.

- | | |
|------------|------------|
| ➡ 1. _____ | ➡ 5. _____ |
| ➡ 2. _____ | ➡ 6. _____ |
| ➡ 3. _____ | ➡ 7. _____ |
| ➡ 4. _____ | ➡ 8. _____ |

2

Major Selection Factors

1. **Location** – is the location of this college satisfactory to your needs?
2. **Size** is the size of this college satisfactory to your needs?
 - ◆ *Small* – less than 3,000 students
 - ◆ *Medium* – between 3,000 and 10,000
 - ◆ *Medium large* – between 10,000 and 20,000
 - ◆ *Large* - greater than 20,000 students
3. **Athletic Program** – does this college have a sports program that meets the student's needs (as an athlete or a spectator)?
4. **Talent Program** – does this college have a talent program that meets the student's needs (theater, newspaper, debate team)?
5. **Special Program** – does this college have special programs or facilities that the student needs or must have (learning disabilities, special medical facilities, etc.)?
6. **Co-op Programs** – does this college have an academic co-op (study/work) program in the student's major that can reduce your college costs and help the student achieve employment after graduation?
7. **Job Placement** – does this college have a Placement Office that places a high number of students in jobs prior to graduation?
8. **Religion** – does this college have a religious program that fits your needs?
9. **Attrition** – does this college have a high number of freshmen that graduate within five years?
10. **Student/Faculty Ratio** – does this college have a low student to faculty ratio to guarantee a more interactive classroom participation and personal faculty attention for the student?
11. **Faculty with PhDs** – does this college have a high number of faculty with PhDs?
12. **Campus Setting** – is this college located in a desirable area or neighborhood?
13. **Safety** – does this college's campus have adequate security and a good safety reputation?
14. **Alcohol/Drug Policy** – does this college's alcohol/drug policy fit your requirements?
15. **Student Body Reputation** – does this college's student body reputation fit the student's personality?

16. **Diversity** – does the student mix at this college fit the student's personality?
17. **Greek System** – does the role that fraternities and sororities play at this college fit the student's needs?
18. **Housing** – is this college's housing (and housing policy) satisfactory to your needs?
19. **Food** – is the on-campus food at this college satisfactory to your needs?
20. **Weather** – is this college located in a climate that is satisfactory to your needs?

2

(page 1)

Major Factors

COLLEGE NAME

	Location	Size	Athletic Program	Talent Program	Special Programs	Co-op Programs	Job Placement	Religion	Attrition	Student/Faculty Ratio
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

(page 2)

Major Factors

COLLEGE NAME

	Faculty With PhDs	Campus Setting	Safety	Alcohol/Drug Policy	Student Body Reputation	Diversity	Greek System	Housing	Food	Weather	
	11	12	13	14	15	16	17	18	19	20	Total
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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13. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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18. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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21. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

